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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 14 October 1958

FROM : Chief, Clerical Training

SUBJECT: Weekly Report No. 40, 7 - 13 October 1958.

*We have made 2 offers:**1 - a 2 to 4-hour special**training session for ORR kids**2 - to incorporate their special**problems (if any can be turned**down) in the**training*

1. Conference on Telephone Training for Clericals. Mrs. [redacted] Chief, Clerical Placement Branch, arranged a conference with representatives from ORR and members of the Clerical Training staff on 13 October 1958. The purpose of the meeting was to discuss some of the problems encountered in that office relative to the manner in which the clerical personnel are handling the telephone calls. The coverage of telephone training included in COT was explained, ORR examples of the telephone faux pas were cited, and a suggested program for tutorial assistance within COT was discussed.

2. Briefhand: Mrs. [redacted] of Clerical Training is studying a system of shorthand called Briefhand which is based entirely on the longhand alphabet. Its potential value to professional personnel with

[redacted] agency is the major reason for the analysis of this system. *ORR will send us a professional-level man to keep the system, as an experiment after 1 Jan.*

3. Numbers in Clerical Induction Training. During the week of 7 October 1958 there were 97 people in Clerical Induction Training. Of these, 21 were entering for the first time.

4. Numbers in Clerical Orientation Training. There were 24 people in Clerical Orientation for the week of 7 October 1958.

5. Results of Official Agency Testing Administered by Clerical Refresher. The results of the tests administered to the on-the-job Agency employees on the 13 October 1958 were as follows:

| | <u>Tested</u> | <u>Qualified</u> |
|-------------|---------------|------------------|
| Shorthand | 6 | 0 |
| Typewriting | 13 | 6 |

6. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 7 October 1958 were as follows:

| | <u>Tested</u> | <u>Qualified</u> |
|-------------|---------------|------------------|
| Shorthand | 15 | 1 |
| Typewriting | 36 | 13 |

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7. Clerical Refresher Training Program 82 Completed on 10 October 1958. Clerical Refresher Training 82 ended on 10 October with students enrolled from the following Agency components: DDP, 17; DDS, 20; DDI, 13. The total number of students was 50.



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